

Invoice Summary Email Notifications

How to sign up for invoice summary email notifications

Description

Contributors have the option of receiving an email notification when an invoice summary becomes available online. Contributor invoices are typically available on or around the 15th of each month.

Even if you opt-in to email notifications, you will continue to receive paper copies of invoices via mail (typically on or around the 22nd of the month).

Instructions

To opt in to these notifications, follow the steps below:

- Log in to E-File
- On the left hand navigation bar, or the “Information Center,” click on “Edit User Profile” located under “My Account”



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- At the bottom of the “Edit Profile” page, you will see a list of email notifications you can opt-in to
- Check the box for “Electronic Invoice Summary”
- Click on the box to “opt in” to receive email notifications
- Click on the “Save” button

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E-FILE [Log Out of E-File](#)

EDIT PROFILE

To edit your profile, please update the information below and click "Save". If you wish to update your email address please click "Cancel" below and go to "How can I update my 498/499 User Profile email address?" located in the General E-File FAQs section located on the left hand menu.

Name: Amy Q Smith

Position: President

Phone Number: 888-867-5309 Ext.

Fax Number: XXX-XXX-XXXX

Email Address: AmyOfficer@test.com

Please select which of following e-mail notifications you wish to receive

- 499 Processing — Forms’ status updates, Outstanding Forms notices, User account entitlements updates
- Newsletter—Quarterly updates, Training announcements, Etc.
- Payment Notification — Confirmation of payment received
- Red Light Notification—All Red Lights related notices, Account Status
- Electronic Invoice Summary—2017 enhancement, release date TBD, (selection can be made now)

Save **Cancel**

- The system will immediately add you to the list of users that receive email notifications when your monthly invoice summary is available.